Employee No. _____   NAME _____

2010
EMPLOYEE DATA CALENDAR

Sick Leave Record

Sick Leave Record

JANUARY

S	M	T	W	T	F	S
					(1)	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	(18)	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	(31)					

JULY

S	M	T	W	T	F	S
				1	2	3
(4)	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	(6)	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	(11)	12	13
14	15	16	17	18	19	20
21	22	23	24	(25)	26	27
28	29	30				

Vacation Record

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	(15)	16	17	18	19	20
21	22	23	24	25	26	27
28						

APRIL

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	(19)	20	21	22	23	24
25	26	27	28	29	30	

JUNE

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	(11)	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	(25)
26	27	28	29	30	31	

☐ Paid Holidays   ☐ Sick Leave   ☐ Personal   ☐ Vacation

NAME_____   DEPARTMENT _____

RECORD OF VACATION AND SICK LEAVE

MONTHS	Vacation						Sick Leave						Attendance Record	
	Days Earned		Days Taken		Balance		Days Earned		Days Taken		Balance		Days Absent	Days Tardy
	Days	Hrs.	Days	Hrs.	Days	Hrs.	Days	Hrs.	Days	Hrs.	Days	Hrs.		
Bal Brought Fwd.														
January														
February														
March														
April														
May														
June														
July														
August														
September														
October														
November														
December														
Totals:														

COMMENTS

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